

KENTUCKY



Personnel Cabinet

Kentucky Governor's Ambassador Award

PROGRAM PURPOSE

To recognize state employees' significant contributions to their workplace and/or their community, the Personnel Cabinet is launching an enterprise-wide storytelling initiative designed to encourage, support, acknowledge and reward employees who embody the principles of Kentucky's Unbridled Spirit.

The Kentucky Governor's Ambassador Awards will highlight stories of those employees who have significantly and positively impacted the lives and experiences of their co-workers, customers, and community at large in the area of customer service, courage, leadership, professional achievement, teamwork or community service and volunteerism. We shall honor those employees who choose to serve the commonwealth above and beyond the call of duty.

POLICY

The Commonwealth of Kentucky is committed to building and maintaining a culture of superior customer service, exceptional individual and team performance, excellence in leadership, and commitment to community. Thus, an employee recognition program will be implemented to showcase stories that recognize individuals and team performance in the following areas.

Governor's Community Service and Volunteerism Award

Intent: To recognize and reward an individual(s) who has enhanced the image of state employees and given conspicuous service to the community or general public through non-job related activities. This individual devoted significant personal time and effort to community activities, welfare organizations, or other non-profit non-partisan groups on an ongoing basis.

Governor's Courage Award

Intent: To recognize and reward an individual(s) who performed acts of bravery or personal sacrifice of a life threatening nature above and beyond the duties and responsibilities of the employee's position and which reflect credit upon the State of Kentucky, whether or not the act was performed during working hours.

Governor's Leadership Award

Intent: To recognize and reward an individual(s) who exhibits exceptional leadership evidenced by a high degree of character and competence in pursuit of department or division missions and measures. An individual(s) who supports his/her employees, coaches or mentors, shows dependability or interdivisional support of employees, personifies the spirit of a division or the department as a whole and serves as a model of excellence for employees on a daily basis.

Governor's Professional Achievement Award

Intent: To recognize and reward an individual(s) of meritorious or distinguished accomplishments which need not fall entirely within the scope of normal duties. An award may be made to an employee who has initiated and successfully established new and outstanding methods, practices, or plans. Plus, may include achieved honors from professional societies, educational institutions or recognized groups for outstanding performance in his or her field.

Governor's Service Award

Intent: To recognize and reward an individual(s) who demonstrated a strong commitment to improving customer service, customer satisfaction and improved customer relations. The individual(s) should have a record of outstanding achievements and results, as well as treating all customers courteously and with respect.

Governor's Teamwork Award

Intent: This award will be presented to two or more individuals who function as a team or a partnership and have succeeded in attaining a measurable goal or made a significant achievement in support of their cabinet's strategic plan. The team has demonstrated innovation, creative problem solving, collaboration, and a dedication to the goals and objectives of the cabinet/agency. Nominees in this category can perform work in any occupation or at any level.

PROCEDURES

1. **Eligibility Criteria:** Individuals presently employed or employed within the past twelve (12) months by the Executive Branch (includes 18A, 151B and Chapter 16) Judicial Branch or Legislative Branch are eligible to be nominated.

Award Categories: There are six award categories:

- Governor's Community Service and Volunteerism Award
- Governor's Courage Award
- Governor's Leadership Award
- Governor's Professional Achievement Award
- Governor's Service Award
- Governor's Teamwork Award

COMMUNICATIONS

1. Governor will announce the Governor's Ambassador Award during a public signing of the proclamation declaring Public Employee Recognition Week.
2. A video of the Governor announcing the ambassador award will be sent to all state employees during Public Employee Recognition Week, October 2008.
3. Flyers and occasional emails will be sent out to employees throughout the year requesting nominations.
4. Posters will be placed in all state office buildings.

CEREMONY

The Governor's Ambassador Award Ceremony will be held annually during Public Employee Recognition Week. All nominees will be invited to attend the ceremony. The Governor will announce the overall winner in each category at the ceremony.

AWARDS

Each recipient of the Governor's Ambassador Award will receive special recognition by having an engraved, personalized brick placed outside the Thomas D. Clark Center for Kentucky History. A specific area for the placement of these bricks will be designated.

TELLING A STORY: NOMINATIONS AND AWARD PROCEDURES

1. Nominations may be made by any employee or by a private citizen. Nominations must be received on the official nomination form. The nomination form will be available on the Personnel Cabinet's website.
2. Nomination forms must be complete and contain enough detail for the selection committee to make a recommendation to the Governor's Office. The information captured on the nomination form will serve two purposes: (1) to provide sufficient information for the selection committee to make award recommendations; and (2) to share information for public recognition purposes.
3. Nominations will be reviewed by the selection committee. The selection committee will be chaired by the Secretary of the Personnel Cabinet or his/her designee. The selection committee will consist of one representative from each cabinet and the First Lady representing the Governor's Office.
4. The selection committee will review the nomination forms and make three recommendations in each category to the Governor. The Governor will make the final decision in each category.
5. There will be one overall winner in each award category, and possibly up to two honorable mentions in each award category. All nominees will be recognized publicly on the Personnel Cabinet's website and through their cabinet award and recognition process. An "Ambassador Avenue" will be established at the Thomas D. Clark Center for History which will display each winner. The award recipient and all nominees will be honored at a ceremony hosted by the Governor's Office.
6. Employees invited to the ceremony will not be required to use personal leave to attend. Guests of an employee that are also employed by the commonwealth will be required to use personal leave. Employees will not be eligible for compensatory time to attend the ceremony. Mileage will be paid by the employee's agency, no hotel expenses.